



Job Title	Airport Security Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	15080

Class Specification – Airport Security Coordinator

Summary Statement:

The purpose of this position is to provide support to the Colorado Springs Airport - Airport Security Division by ensuring that the airport remains in compliance with all security requirements regulated by the Transportation Security Administration (TSA), all Security Directives, the Airport Security Program, and Airport Rules and Regulations. Provide guidance to airport tenants and users throughout the airport regarding security issues. Conduct security inspections of airport property to assess compliance of minimum standards pursuant to local, state, and federal regulations. Assist in enforcing the Airport Security Program and policies, security violation program, and generate reports.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

40%

Manages the Airport's Security Plan to ensure it is continuously in compliance with all required TSA standards. Performs regular security inspections of tenant facilities, terminals, and airport grounds to ensure compliance with CFR 1542, Airport Security Program, Security Directives, and Airport Rules and Regulation. Files and maintains the monthly documentation of compliance inspections. Frequently reviews all security-related functions to ensure that all are effective and in compliance with 49 Code of Federal Regulations (CFR) 1542, Airport Security Program, and Security Directives. Immediately initiates corrective actions for any instance of non-compliance with CFR 1542, Airport Security Program, and Security Directives.

25%

Conducts multiple comprehensive security assessments, audits, and security tests. Assists with processing security violations as outlined in the Airport Security Violation and Progressive Security Enforcement Fee Programs. Responds to requests for information from Transportation Security Administration (TSA), federal and local law enforcement agencies, and airport stakeholders.



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25%	Maintains and updates the Airport Security Program, policies, or other security related documents. Assists with drafting responses to TSA letters of investigations. Coordinates and conducts security outreach training programs to keep airport employees/tenants current on security regulations and policies.
10%	Attends construction coordination meetings, and other airport sponsored/tenant meetings to discuss security topics/compliance. Performs related duties and fulfills responsibilities as required.

Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in criminal justice, aviation management, business administration, public administration, or a related field.

Experience: Three years of full-time experience in aviation security coordination, airport operations, or related field.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Airport Security Coordinator Certificate	Within one year of hire
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no fiscal/ budgetary responsibility.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: April 2016